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# COMMANDANT INSTRUCTION M1080.10D

Subj: MILITARY PERSONNEL DATA RECORDS (PDR) SYSTEM

1. PURPOSE. This Manual establishes policy and prescribes procedures for the administration of the Military Personnel Data Records (PDR) System. This System applies to Regular and Reserve Forces, officer and enlisted personnel.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of Headquarters units, Assistant Commandants for Directorates, Chief Counsel, and special staff offices at Headquarters shall ensure compliance with the provisions of this Manual.
3. DIRECTIVES AFFECTED. COMDTINST M1080.10C is canceled.
4. PROGRAM RESPONSIBILITY.
  - a. Commandant (G-WR-3) is responsible for the Military Personnel Data Records (PDR) System which includes active and reserve records. Administration of the Headquarters PDR system is delegated to Commander, Coast Guard Personnel Command, CGPC (adm-3).
  - b. PERSRUs are responsible for notifying members via the unit commanding officer of transactions which have been submitted on them. This is further explained in enclosure (2) of this manual.
5. CHANGES.
  - a. The criteria for release of privacy act information have changed. This instruction will refer you to the Freedom of Information and Privacy Acts Manual, COMDTINST M5260.3 for guidance on what information may be released.

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	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	2	2	2		2	2	1	2	1	1		1	2	2	1	1	1	1	1	1						
B		8	*20	1	12	2		10	2	2	2	4	2	10	1	1	2	175	1	2	2	1	10	1	1	1
C	2	2	2	1	2	2	2		1	1	2	1	2	1	1	1	1	1	2	1	1	1		1	1	
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- b. Source Data Automation (SDA) II, the PERSRU data entry software, has changed the filing requirements of a number of existing documents. The following is a list of major changes as a result of SDA II:
    - (1) Within this manual is a reference to the "transaction log". The transaction log is produced as a by-product of an SDA II transaction, if selected. In those instances where a paper record is required, the transaction log is produced using the print command and selecting "transaction log".
    - (2) The Record of Emergency Data (CG-4113) and the BAQ Dependency Form (CG-4170) have been combined into the new BAQ/Dependency/Emergency-Data/SGLI Form (CG-4170A). The CG-4170A can only be produced from SDA II.
    - (3) The Court Memorandum (CG-3304) was eliminated. The transaction log for the Court Martial/NJP results transaction has taken the place of the CG-3304. This transaction log **MUST** be printed and filed in the appropriate PERSRU and IIQ PDR location. Prior CG-3304s are to be retained.
    - (4) The Discharge and Reenlistment Contract (CG-3301C) has been replaced by the Enlistment/ Reenlistment Document, DD Form 4. Prior CG-3301Cs are to be retained.
    - (5) The Allotment Authorization (CG-4222) was eliminated.
    - (6) The Family Separation Allowance worksheet (CG-5213) was eliminated.
  - c. Headquarters PDR will be maintained electronically and consist of imaged based documents vice paper based.
  - d. All separation packages where separation was directed by Commander, CGPC; MLC(s); district(s); TRACEN Cape May, or Superintendent CGA, shall be filed in the Headquarters PDR. This includes discharges, RELADS, and retirements. The complete, original separation package shall be forwarded by the approving authority to Commander, CGPC (adm-3).
  - e. The complete request for advancement/promotion, restoration in rate, change in rate, or removal of designator, including all endorsements and final action will be forwarded to CGPC (adm-3) for filing in the Headquarters PDR.
  - f. Travel claim packages are authorized to be filed and retained at the unit level.
  - g. Personnel may now be authorized to hand carry their unit PDR.
  - h. Maintenance of PDR's for reserve personnel has been brought more in line with active duty procedures.
6. PRIVACY ACT REQUIREMENTS. All personnel using or maintaining PDRs and

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preparing associated documents must maintain the security and integrity of these records and documents at all times. Care must be exercised to ensure that unauthorized disclosure does not occur and that records and documents are properly disposed of. If the documents are not wanted by the member, shredding or other secure disposal methods must be used. **Disposing of documents in day-to-day trash is not proper disposal.** Recycling shredded material is authorized and encouraged. See enclosures (6) and (7) for additional information and requirements.

## 7. PDR SYSTEM BACKGROUND DISCUSSION, DEFINITION, AND DESCRIPTION.

### a. Background Discussion.

- (1) Since its inception in March 1989, the paper-based PDR continues to change as technology permits us to place more reliance on electronic data. Electronic data provides greater flexibility in data retrieval and reduces costs associated with maintaining paper-based documents.
- (2) Improved information resource management tools such as SDA II gives us opportunities to improve our current data management methods. SDA II placed more electronic data (personnel and pay) locally at servicing PERSRUs. This local data provides commanding officers of the serviced units greater access to information on their personnel, while reducing the time intensive and laborious task associated with maintaining paper-based documents and records.

### b. Definition.

- (1) The PDR System is the only system of military personnel records authorized for personnel documents retrievable by a personal identifier. The only exception will be the retention of travel claim documentation which must be maintained in accordance with enclosure (6) of this instruction. No other such system of military personnel records is authorized. PDRs will be maintained in accordance with enclosure (2).
- (2) The data (both electronic and paper-based) held within the PDR System serve as the basis for determining Coast Guard responses to Personnel Records Review Board (PRRB) and Board for Correction of Military Records (BCMR) applications.
- (3) This System of military personnel records retains only those specific documents necessary to manage the Coast Guard military workforce. A Personnel Data Record (PDR) is maintained for each member by each of the following:
  - (a) Headquarters, (electronic data). The Headquarters (HQ) PDR will consist of electronically scanned documents. See enclosure (3) for a listing of documents authorized for scanning. (Note: Documents received at Commander, CGPC (adm-3) which are not authorized for scanning will be destroyed, except as noted in paragraph 7.b.(3)(e)3.). PERSRUs and units should check the listing of authorized documents prior to forwarding (see enclosures (1) and (3)).

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(b) Human Resources Service & Information Center(HRSIC), (electronic data).

1. The HRSIC PDR is a database of personnel and pay data elements maintained by the CG Human Resources Service & Information Center, Topeka, KS, as prescribed by HRSICINST M5230.1 (series), and other HRSIC directives.
2. The SWE PDE (Personnel Data Extract) is personnel information (TIG, TIS, awards, courses, marks, exam board OPFAC, etc.) from the Enlisted Performance Evaluation System, PMIS/JUMPS, and CG Institute databases. This personnel information is used to determine a member's eligibility to participate in the SWE and to compute final multiple for advancement eligibility lists.

(c) PERSRU. The PERSRU PDR is designated as the primary field PDR (see enclosure (4))(d) Member's assigned unit. Units maintaining personnel/pay and travel documents must file these in the Personnel Data Record (CG-5354) (see enclosure (5)).(e) Medical Records.

1. The Medical Personnel Data Record (MED PDR), generically referred to as the "Health Record," must be maintained as prescribed by Commandant (G-WK) in Chapter 4 of the Medical Manual, COMDTINST M6000.1 (series).
2. MED PDR shall **ONLY** be forwarded to Commander, CGPC (adm-3) upon member's final separation as indicated in enclosures (2) and (8) and Article 4-A-4, Medical Manual, COMDTINST M6000.1 (series). DO NOT give original MED PDR to member upon final separation.
3. Medical documents are not filed in the HQ PDR. They will be returned to the unit if received by Commander, CGPC (adm-3) in error.

(f) National Personnel Records Center (NPRC), St. Louis, MO. The NPRC PDR is the consolidation of all PDRs pertaining to a member. This combination occurs at Commander, CGPC (adm-3) when PDR maintenance is terminated upon final separation.

## c. PDR Description.

- (1) The Personnel Data Record (PDR), (CG-5354) is a four-part folder. The level at which the PDR is being maintained must be identified on the front cover of the PDR folder, e.g., the PERSRU PDR will clearly indicate "PERSRU PDR."
- (2) The divisions within the HQ, PERSRU, and Unit PDRs are mandatory. Under no circumstances will any document not specified in this manual be filed in the HQ or

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PERSRU PDR (see the enclosures for more detailed information).

## 8. CORRECTIONS TO THE PDR.

### a. General. Documents will be:

- (1) Corrected or removed from the HQ PDR as authorized by Commandant (G-W), (G-WT), or Commander, CGPC (adm-3/epm/opm/or rpm). ORIGINAL documents received at Commander, CGPC (adm-3) that are not authorized for filing will be returned to the appropriate addressee. However, COPIES of documents not authorized for filing will be destroyed by Commander, CGPC (adm-3) or Commandant (G-WT) except as noted in paragraph 7.b(3)(e)3. above;
- (2) Corrected or removed from the PERSRU PDR only when supported by adequate documentation;
- (3) Corrected by Training Center, Cape May, NJ, for recruits under training for social security numbers, names, and date of birth which have been recorded incorrectly;
- (4) Corrected or removed as directed by Commandant (G-W), (G-WT); Commander, CGPC (adm-3/epm/opm/or rpm); PRRB; or BCMR;
- (5) Corrected or removed only as authorized by Commander, CGPC (adm-3/epm/opm/or rpm) or Commandant (G-WT) in all other cases not requiring administrative discretion;
- (6) Filed in accordance with existing instructions when a document is replaced by a new document. For PDR purposes, the new document will be filed in the same manner as the old document;
- (7) Processed as outlined in enclosure (6).

### b. Amending documents contained in the PDR:

- (1) An individual may request amendment to information in their PDR. Servicing PERSRU's will correct information within their scope when notified by a responsible party, e.g. member, command, HRSIC, HQ or CGPC, and necessary supporting documentation is provided.
- (2) In cases where the local servicing PERSRU can not effect the change, the request will be forwarded to the cognizant authority for a determination. In all cases, the individual must be provided a copy of the PERSRU's request for amendment or advised that the request has been forwarded to a cognizant authority for determination.


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9. RECOMMENDATIONS TO IMPROVE THE MILITARY PDR SYSTEM.

Recommendations for improvements to the PDR system may be submitted to Commandant (G-WR-3) using enclosure (9). The PDR System is intended to provide a structured and yet flexible record system to meet the continuing and diverse needs of the Coast Guard. Recommendations to improve this system are encouraged.

10. FORMS AVAILABILITY.

- a. The Personnel Data Record (PDR), (CG-5354), is stocked at Engineering Logistics Center Baltimore. Stock number (7530-01-GF3-0590) and unit of issue EA (each)
- b. The BAQ/Dependency/Emergency-Data/SGLI form can only be obtained from SDA II. It is not a form that is authorized for distribution as a blank form. It is only produced in conjunction with an SDA II transaction.

  
G. F. WOLEVER  
Assistant Commandant for Human Resources

- Encl: (1) Table of Document Filing Locations  
(2) Personnel Record Guidelines  
(3) Headquarters (HQ) PDR structure  
(4) Personnel Reporting Unit (PERSRU) PDR structure  
(5) Unit PDR structure  
(6) Access and Disclosure of PDR documents  
(7) Disclosure log  
(8) Separation Documents Checklist  
(9) Suggestions for Improvements to the Military Personnel Data Records Systems

## TABLE OF DOCUMENT FILING LOCATIONS

The number following the letter designation indicates in which section of the PERSRU or UNIT PDR the document is to be filed. No location is given for HQ PDR filing.

The column labeled with an asterisk "\*" is used for denoting nonstandard distribution. The alpha character "N" is used for this purpose. Refer to the notes at the end of this table for additional information.

O = Original(Original for HQ PDR will result in an imaged original document)

C = Copy

DB = Data Base (includes summary printouts)

*	DOCUMENT/ TRANSACTION	HEADQUARTERS		PERSRU	UNIT
		ENL	OFF		
	CG-2520	O			
	CG-2842	O		C2	
	CG-3019A				
	CG-3029A				O1
	CG-3211	O		C1	
	CG-3301	O		C1	
	CG-3301A	O	O	O1	
	CG-3301B	O		C1	
	CG-3301C	O		C1	
	CG-3303	O		C1	
	CG-3303C-1				O1
	CG-3303C-2				O1
	CG-3303C-3				O1
	CG-3303C-4				O1
	CG-3303C-5				O1
	CG-3303C-6				O1
	CG-3303C-7				O1
	CG-3303C-8				O1
	CG-3303C-9				O1
	CG-3303C-10				O1
	CG-3303C-11				O1
	CG-3303C-13				O1
	CG-3303C-14				O1
	CG-3303C-15				O1
	CG-3303C-16				O1
	CG-3303C-17				O1

	DOCUMENT/ TRANSACTION	HEADQUARTERS ENL OFF		PERSRU	UNIT
	CG-3303C-18				O1
	CG-3303C-19				O1
	CG-3303C-20				O1
	CG-3303C-21				O1
	CG-3303C-23				O1
	CG-3303C-24				O1
	CG-3303C-26				O1
	CG-3303C-31				O1
	CG-3303C-33				O1
	CG-3303C-34				O1
	CG-3303C-35				O1
	CG-3303C-36				O1
	CG-3303C-37				O1
	CG-3303C-38				O1
	CG-3304 or Transaction log	O C		C2 C2	
	CG-3306	DB/O		DB/C2	DB/C4
N	CG-3307(all)	O	O	C2	C2
	CG-3309	O			
N	CG-3698A				
N	CG-3788A				C4
N	CG-3788B				C4
N	CG-3788C				C4
	CG-3799			O2	
	CG-3822	C	O		
	CG-3853			C4	
	CG-4082		O		
	CG-4170A	O	O	C4	C4
	CG-4175			C2	
	CG-4251				
	CG-4328D		O		
	CG-4436 or CG-4436B			O3	
	CG-4671			C2	
	CG-4714	C	C		
	CG-4911			C1	
	CG-4916	O	C	C1	
	CG-5131			C4	
	CG-5209			O3	



	DOCUMENTS/ TRANSACTIONS	HEADQUARTERS		PERSRU	UNIT
		ENL	OFF		
N	CG-5274			C2	O3
	CG-5286			O2	C1
	CG-5310		O		
	CG-5311		O		
	CG-5315		O		
	CG-5316		O		
	CG-5317		O		
	CG-5411	O	O	C1	
	CG-5412	O	O	C2	
	CG-5425			C4	C4
	CG-5507			O4	
N	CG-5525			C1	C4
	CG-5588				C3
	CG-9556		O	C1	
	CGHQ-2511B	C	C	C2	
	CGHQ-3299	O			
	CGHQ-3433	C	C		
	CGHQ-4290	C	C	C2	
	CGHQ-4717	C	C	C2	
	CGHQ-4973	O	O		
	CGHRS&IC-1071	O	O	C2	
	CGHRS&IC-1072	O	O	C2	
N	AF-538				
	DD-4	O	O	C1	
	DD-108	O	O	C1	
	DD-214	C	C	C1	
	DD-215	C	C	C1	
	DD-368	O	O	C1	
	DD-553	O	O	C2	
	DD-1172			C4	
	DD-1882	O	O	C4	
	DD-1883	O	O	C4	
	DD-1966	O			
	DD-2058CG			O3	
	DD-2366	O	O	C2	

	DOCUMENT/ TRANSACTION	HEADQUARTERS		PERSRU	UNIT
		ENL	OFF		
	DD-2384-1	O	O	C2	
	DD-2494			C3	
	DD-2648	O	O		
N	SF-312				C3
	SF-1199A			O3	
	SGLV-8285	C	C	O4	
	SGLV-8286	C	C	O4	C4
N	VA-21-3101	C	C		
	Active Duty Agreements	O	O	C1	
	Application For Dir. Commission.	O	O		
N	Award Citations	C	C	C2	
	<b>Boards:</b>				
	Admin. Disch..	C		C2	
	BCMR	C			
	MED/PE	C		C2	
	PRRB	C			
	Request for Reserve Orders(CG-3453)			O1	
	Career Devel.Plan (CG-5529)			O1	
	Disclosure Log	O	O	O2	O4
	Educational Transcripts/GED results	C	C		
	Entire separation package where separation directed by CGPC, MLC, District, TRACEN Cape May, or Superintendent CGA	O	O		
	<b>Letter(s) of/for/ authorization:</b>				
	Alcohol Incident	O	O		
	Appointment	C	C	C1	
N	Course Completion.			O2	
N	Designation			O2	
N	Req for Advance/ Restoration/Change in Rate, Removal of Designator or Promotion	O	O		
	Designation as CG Aviator	C	C		
	Designation as Law Specialist	C	C		

DOCUMENT/ TRANSACTION		HEADQUARTERS ENL OFF		PERSRU	UNIT
	Integration/Extension	C	C	C1	
	Non-Selection/Lock-in	C	C	C2	
	Obligating Service	O	O	C1	
	Removal/Relief for Cause (Ltr/CG-3307)	C	C	C2	
	Weight Compl (Ltr/CG-3307)	C	C	C2	
	27 Pt. Sern.	C	C	C2	
	20 Yrs. Ser.	C	C	C2	
	Officer Prom.List (OPAL)			C2	
	<b>Orders:</b>				
	Recall	C	C	C1	
	Separ./Retir.	C	C	C1	
	Personnel Data Info File (PDIF)				DB/C4
	Punitive Letters	O	C		
	<b>Report(s) of:</b>				
	Civil Arrest	O	O		C2
	Reserve Pts.Other Serv.			C2	
	Summary Sheet	C			

N = Non-standard distribution notes

CG-3307: Original attached to CG-3788 (series) and forwarded to Commander (HRS&IC-ADV). Commanding Officer (HRS&IC-ADV) will forward CG-3307's to Commander, CGPC (adm-3) for filing upon review and acceptance of CG-3788 (series).

CG-3698A: Regular: Original form forwarded to Commander, CGPC (opm) or CGPC (epm). Copy forwarded to servicing PERSRU for data entry, copy then endorsed by PERSRU and returned to member.

Reserve: Not applicable.

- CG-3788A/B/C: Regular/Reserve: Marks from original forms are entered into the master marks DB by Commanding Officer (HRS&IC-ADV), then destroyed. Copies of forms are temporarily maintained in the Unit PDR, until receipt of the marks summary sheet, as outlined in the Personnel Manual, COMDTINST M1000.6 (series), Article 10-B-4.
- CG-5274: Regular/Reserve: Yellow card retained at unit with source documents (e.g., OPNAV 5510/413, CG-5588, CG-4912 or other COMDT or DONCAF document) and certified copy of SF-312 attached.
- If unit PDR is not maintained, the original CG-5274 will be filed in the PERSRU PDR.
- CG-5525: A copy of this form will be filed in the PERSRU PDR until the member's military obligation is complete or the member is assigned to a SELRES Billet, whichever occurs first.
- AF-538: Form should be maintained by individual responsible for issuing, monitoring, and accounting for issued items.
- DD-2366: Original to Commander, CGPC (adm-3) for filing. Copy to PERSRU PDR. Second copy to member.
- SF-312: Original forwarded to Commandant (G-WKS-5) and certified copy attached to CG-5274. Include the CG-5588 as a source document.
- Award Citations: Only personal and unit awards that require entry into PMIS/JUMPS are to be forwarded. A complete listing of awards to be filed is located in the Personnel and Pay Procedures Manual, HRS&ICINST M1000.2. Member's SSN must be typed in upper right corner of citation before forwarding to the PERSRU for processing and Commander, CGPC (adm-3) for filing. The award citation filed in the PERSRU PDR is considered a temporary document.

Letter of: Designation/ Course Completion	Letter Designation and Course Completion information which is not supported by another PDR entry or tracked electronically by the Coast Guard in a personnel information system, may be filed in the appropriate section of the PDR. For example: Letter Designation as OIC would not be filed in the PDR, as the member should have the appropriate enlisted qualification code issued through PMIS/JUMPS. CG Institute course completion information will not be filed since it is recorded electronically at the Institute with a completion letter being provided to the member.
Request for: Advance/ Restoration/ Chng in Rate, Removal of Designator, Promotion	These are requests for advancement/restoration/change in rate, removal of designator or promotion which are forwarded to Commander, CGPC (cpm-1) for final decision.

## **PERSONNEL DATA RECORD GUIDELINES**

### **1. Maintaining the PDR.**

- a. The HQ PDR will be maintained electronically and contain imaged documents. If printed it will be structured as outlined in enclosure (3). Units will continue to forward documents in accordance with published instruction for scanning. Administrative Reports and Boards are maintained physically apart from the folder and are not provided to officer selection boards, assignment panels, or warrant officer appointment boards.
- b. The PERSRU PDR is structured as outlined in enclosure (4). Documents specifically for Reserve members will not be removed from PDRs when the reservist reports to active duty for any period.
- c. The Unit PDR is an optional record. The decision to maintain or not maintain the unit PDR rest with each command. It is not the intent of this instruction that units not maintaining the PDR would then subsequently shift additional work to another unit nor does it change command responsibilities. The unit PDR is structured as outlined in enclosure (5). Copies of other documents not listed in enclosure (5) may be filed in the Unit PDR at the commanding officer's discretion. This can be different from unit to unit, depending on what the unit commanding officer deems necessary. Commands are not authorized to retain personnel/pay or travel documents in any command files. If retained, they must be kept in a PDR (CG-5354). The only exception is the retention of travel claim packages which will be maintained in accordance with enclosure (6) of this instruction.
- d. Each PDR shall contain only documents prescribed by this Manual and must be filed in the designated section of the PDR. Directions for completing PDR documents and transactions are found in the directives requiring their use. Unresolved questions must be addressed to Commander, CGPC (adm-3).
- e. Only one copy of any document (the original or the best available copy depending on the required distribution) will be filed. Commands sending documents to the Personnel Command should ensure that the document is not soiled or mutilated and that it is legible and complete.
- f. All PDR documents must be filed in the order listed (top to bottom), by type chronologically within each section (e.g., all CG-3307's will be filed together in the appropriate section with latest date on top to the oldest date on the bottom).
- g. One of the objectives is to eliminate duplication in record keeping. For commands collocated with their own PERSRU, it is intended that Unit PDRs will not be maintained; however, if the Unit PDR is maintained, documents within the Unit PDR WILL NOT be duplicated in the PERSRU PDR.

- h. Group/Section commanders must determine at what level within their command personnel/pay and travel documents will be maintained. Whenever possible these documents will be maintained at the Group/Section office to minimize the administrative workload on subordinate commands having limited administrative support.

2. Opening a Personnel Data Record, (CG-5354).

- a. The following accession entry commands will open the PERSRU PDR for each member upon entering the Coast Guard or Coast Guard Reserve:
  - (1) Academy for cadets;
  - (2) RESTRACEN Yorktown for OCS;
  - (3) TRACEN Cape May for recruits;
  - (4) Servicing PERSRUs for personnel (direct shippers) reporting directly from any other location not listed in 2.a.(1)-(3) above.
- b. A new PERSRU or Unit PDR does not need to be opened upon reenlistment, extension, integration, etc., so long as service is continuous and the PDR is still serviceable.
- c. Upon reentry to active duty of a former Coast Guard/Coast Guard Reserve member, the NPRC PDR must be retrieved from the National Personnel Records Center by Human Resources Service & Information Center(HRSIC) for validation of pay base dates. HRSIC will then forward the NPRC PDR to Commander, CGPC (adm-3) who will file the documents in the HQ PDR.
- d. When Coast Guard reservists enter on extended active duty or reenlist in the regular Coast Guard, the servicing PERSRU will forward the PERSRU PDR and MED PDR to the new servicing PERSRU.

3. Transmitting the PDR Upon PCS Transfer.

- a. PERSRU PDR. Hand carrying the PERSRU PDR is not authorized. The PERSRU PDR will be mailed via regular mail, NLT 5 days after member's date of departure. The use of registered, certified, or express shipments is not authorized.
- b. Unit PDR. **Hand carrying the Unit PDR is authorized and encouraged** to help reduce mailing costs. If the member elects not to hand carry the PDR or the commanding officer directs that it be mailed, the Unit PDR will be mailed by the field unit via regular mail NLT 2 days after member's date of departure. **The use of registered, certified, or express mail is not authorized.**

Missing PDR. In either case the gaining Unit/PERSRU will contact the previous Unit/PERSRU, as applicable, if the PDR is not received within 5 days after the member reports.

4. Transmitting the PERSRU PDR When Assigned TAD, ADSW-RC, ADSW-AC.

- a. For TAD, ADSW-RC, ADSW-AC in excess of 60 days, the forwarding requirements as described in 3.a. above apply. When forwarding a PDR to another PERSRU, direct coordination is important as movement of the SDA II member file must also occur.
- b. For TAD, ADSW-RC, ADSW-AC less than 60 days, the servicing PERSRU for the permanent unit will retain and maintain the PERSRU PDR.

5. PDR Review.

- a. Servicing PERSRUs must afford commanding officers and their authorized officials (e.g., executive officer, department heads, personnel officer, etc.) an opportunity to review the PERSRU PDR and make copies of documents they need to carry out their personnel responsibilities. The method in which this is accomplished must be determined between the servicing PERSRU and unit commanding officer.
- b. The PERSRU and Unit PDR must be reviewed to ensure that the information collected and used to administer our personnel programs is correct. **It is highly desirable that these reviews be conducted jointly with the member.** These reviews must include, but not be limited to screening for misfiled or temporary documents, identifying incorrect information; or other requirements to update various documents and transactions (e.g., BAQ/Record of Emergency Data Information (CG-4170A)). The PDR should be reviewed upon;

- (1) Reenlistment;
- (2) PCS departing or reporting;
- (3) Discharge and appointment to warrant officer or
- (4) From temporary status to permanent commission status,
- (5) TAD in excess of 60 days upon reporting;
- (6) 2 years since last review.

- c. Temporary Documents. A "temporary" document is an official document that:

- (1) Changes or is replaced with reasonable frequency;
- (2) Has been superseded by a subsequent similar document or whose action is no longer pending;



- (3) Has been reflected in a member's:
    - (a) Monthly Leave and Earnings Statement (LES) (except CG-4170A transactions);
    - (b) Personnel Data Information File (PDIF);
    - (c) Change in status
    - (d) Other official documents that have been retained or are a matter of record.
  - (4) PMIS/JUMPS forms were replaced by the SDAII software application at PERSRUs. Worksheets, message traffic, e-mail, letters or other correspondence with any supporting documentation is the basis for recording transactions and events in SDAII. SDAII transaction logs or other source documents identified above become "temporary" documents, and shall be retained until posting occurs in PMIS/JUMPS, or superseded by a later "temporary" document. The Court Memorandum transaction log print out is not considered a temporary document.
  - (5) Temporary documents/transactions must be removed from the PDR and given to the member after they have served their purpose (e.g., transactions have been reflected as indicated in paragraph 5.c.(3) above). PERSRUs are responsible for providing copies of documents to members via the unit commanding officer. These documents will be used by units to monitor the timeliness and accuracy in completing transactions. The member will be given these documents for the same purpose and for use in their personal audit of the LES and PDE. This partnership (member, unit, and servicing PERSRU) is essential to ensure timely and accurate recording of data (both paper-based and electronic).
  - d. Many years ago when someone reenlisted, the practice was to close out the service record which included purging certain documents such as Court Memorandums (CG-3304) and other types of derogatory information. This practice was eliminated with the conversion to this PDR system in 1989. It is unlawful to remove any document from a PDR that has not been directed by official policy, regulation, Commander, CGPC (adm-3), PRRB, or BCMR.
6. Terminating PDR Maintenance: Maintenance of the PDR will be discontinued for any of the following reasons:
- a. Discharge without immediate enlistment/reenlistment in the Reserve.
  - b. Retirement (RET-1 and RET-2 for Reserves).
  - c. Missing, which includes those Coast Guard members who are determined to be absent in a status of:
    - (1) Missing in action;

- (2) Interned in a foreign country;
- (3) Captured, beleaguered, or besieged by a hostile force;
- (4) Involuntarily detained in a foreign country;
- (5) Desertion as prescribed in Chapter 8 of the Personnel Manual, COMDTINST M1000.6 (series).

d. Death.

7. Disposition of PDRs.

- a. The following applies upon discharge WITHOUT immediate reenlistment, enlistment in the Coast Guard Reserve or retirement:
  - (1) The unit must obtain the MED PDR (health and dental records) from the servicing medical facility. The MED PDR along with any original documents from the Unit PDR such as, CG-5274, CG-3307, and CG-3303C (series) will be forwarded to the servicing PERSRU within 2 days of the member's separation.
  - (2) Give the remainder of the Unit PDR to the member along with their separation documents (e.g., DD-214, DD-256CG, etc.).
  - (3) The servicing PERSRU must forward the above documents to Commander, CGPC (adm-3) using the Separations Checklist provided in enclosure (8). (NOTE: forward complete packaged documents only with MED PDR, DO NOT forward PERSRU PDR folder.)
    - (a) Forward these documents within 5 days of separation.
    - (b) Give the remainder of the PERSRU PDR to the member.
  - (4) Commander, CGPC (adm-3) must:
    - (a) Print all of the imaged documents for the member and establish the HQ PDR.
    - (b) Consolidate the HQ PDR, MED documents and the separation documents from the servicing PERSRU to form the NPRC PDR.
    - (c) Maintain this consolidated NPRC PDR at HQ for six months following separation. Only the original or one copy of PDR documents will be included in the NPRC PDR.
    - (d) After six months, forward the NPRC PDR to the National Personnel Records Center (NPRC), St. Louis, MO for storage.

- b. Upon release from active duty with concurrent transfer to the Coast Guard Reserve or discharge from active duty with immediate enlistment in the Coast Guard Reserve, Units must:
  - (1) Obtain the MED PDR (health and dental records) from the servicing medical facility. The MED PDR along with any original documents from the Unit PDR (e.g., CG-5274, CG-3307, CG-3303C (series)) will be forwarded to the servicing PERSRU.
  - (2) Forward the MED PDR and any documents from the Unit PDR within 2 days of separation to the servicing PERSRU.
  - (3) Give the remainder of the Unit PDR to the member along with their separation documents (e.g., DD-214, DD-256CG, etc.).
  - (4) Within 5 days after separation the PERSRU must forward the required separation documents to Commander, CGPC (adm-3) using enclosure (8).
  - (5) Forward the PERSRU PDR to the new servicing PERSRU for the unit where the member will be assigned. Forward MED PDR with copies of the following documents to Commander, Integrated Support Command (PF) in which the member will reside after separation:
    - a. DD-214 (Certificate of Release or Discharge from Active Duty)
    - b. CG-3306 (Marks) (current enlistment only)
    - c. Standard Travel Orders (CG-5131)
- c. Upon determining that a member is a deserter:
  - (1) Units must obtain the MED PDR (health and dental records) from the servicing medical facility. The MED PDR, and the UNIT PDR will be forwarded to the servicing PERSRU within 2 days after member is declared a deserter.
  - (2) Servicing PERSRU must, within 5 days after member is declared a deserter, forward the Unit PDR, PERSRU PDR, and MED PDR to Commander, CGPC (adm-3).
  - (3) Commander, CGPC must consolidate the PDR's and maintain file.
- d. Upon death of a member:
  - (1) Units must obtain the MED PDR (health and dental records) from the servicing medical facility. The MED PDR, and the UNIT PDR will be forwarded to the servicing PERSRU within 2 days after death.
  - (2) Servicing PERSRU must, within 5 days after death, forward the Unit PDR, PERSRU PDR, and MED PDR to Commander, CGPC (adm-3)

8. Lost PDRs. The Unit or PERSRU must reconstruct the PDR and if necessary request copies of documents maintained in the HQ PDR.

## **HEADQUARTERS (HQ) PDR STRUCTURE**

***(Contents of the HEADQUARTERS PDR are outlined below)***

CG-2520	Application for Enlistment
CG-2842	Notification of Removal of Absentee Wanted by Armed Forces
CG-3211	OCS Agreement
CG-3301	Enlistment Contract
CG-3301A	Statement of Understanding (Original enlistment in CG)
CG-3301B	Agreement to Extend Enlistment
CG-3301C	Discharge & Reenlistment Contract
CG-3303	Achievement Sheet
CG-3304	Court Memorandum or transaction log printout from SDA II
CG-3306	Marks
CG-3307	Administrative Remarks (all)
CG-3309	Record of Discharge, Release From Active Duty, or Death
CG-3822	Injury Reports
CG-4082	Officer Education Record
CG-4170A	BAQ/Dependency/Emergency Data and SGLI Validation
CG-4328D	Officer Fitness Report
CG-4714	Reserve Points. from previous Service
CG-4916	Initial Active Duty Information Form
CG-5310	Officer Evaluation Report (OPR/OER) - CAPT
CG-5311	Officer Evaluation Report (OPR/OER) - CDR
CG-5312	Officer Evaluation Report (OPR/OER) - LCDR
CG-5313	Officer Evaluation Report (OPR/OER) - LT
CG-5314	Officer Evaluation Report (OPR/OER) - LTJG
CG-5315	Officer Evaluation Report (OPR/OER) - ENS
CG-5316	Officer Evaluation Report (OPR/OER) - CWO
CG-5317	Officer Evaluation Report (Reserve Officer 6-29 days)
CG-5311	Officer Evaluation Report (OER) - Level I, (Rev. 12/88, 5/92)
CG-5312	Officer Evaluation Report (OER) - Level II, (Rev. 12/88, 5/92)
CG-5313	Officer Evaluation Report (OER) - CAPT (Rev. 12/88, 5/92)
CG-5411	Statement of Understanding (SELRES GI Bill)
CG-5412	Termination/Recoupment Data (SELRES GI Bill)
CG-9556	Acceptance & Oath of Office
CGHQ-2511B	Statement of Creditable Service or equivalent document(s)
CGHQ-3299	Service Record Card
CGHQ-3433	Statement of Service Retired Personnel
CGHQ-4290	Transcript of Sea Service or equivalent SOCSS
CGHQ-4717	Statement of Service or equivalent SOCS
CGHQ-4973	Computation of Retirement Points

CGHRS&IC-1071 Statement of Creditable Service  
CGHRS&IC-1072 Statement of Creditable Sea Service  
DD-4 Enlistment/Reenlistment Document, Armed Forces of United States  
DD-108 Application for Retired Pay & Benefits  
DD-214 Certificate of Release/Discharge from Active Duty  
DD-215 Correction to DD-214  
DD-368 Req. for Discharge or Clearance from Reserve Component  
DD-553 Deserter/Absentee Wanted by the Armed Forces  
DD-1882 Survivor Benefit Plan Election Change  
DD-1883 Survivor Benefit Plan Election Certificate  
DD-1966 Record of Military Processing  
DD-2366 Montgomery GI Bill Act of 1984 (MGIB)(May 90)  
DD-2384-1 Notice of Basic Eligibility (NOBE)(Nov 91)  
DD-2648 Pre-separation Counseling Checklist  
SGLV-8285 Request for Insurance (SGLI)  
SGLV-8286 SGLI Election  
VA-21-3101 VA Claim (Request for information)  
--- Active Duty Agreements  
--- Administrative Discharge Boards  
--- Application for Direct Commission  
--- Award Citations  
--- Board for Correction of Military Records (BCMR)  
--- Disclosure Log  
--- Educational Transcripts  
--- Entire separation package where separation was directed by CGPC,  
MLC, District, TRACEN Cape May, or Superintendent CGA.  
--- GED results  
--- Letter of Alcohol Incident  
--- Letters of Appointment  
--- Letter of Designation as CG Aviator/Law Specialist  
--- Letters of Integration/Extension  
--- Letters of Non-Selection/Lock-in  
--- Letters obligating service  
--- Letters/CG-3307 Removal/Relief for Cause  
--- Letter for 27 Point Screening  
--- Letter for 20 Years Service  
--- Personnel Record Review Boards (PRRB)  
--- Physical Evaluation (PE) Boards  
--- Punitive Letters  
--- Recall Orders  
--- Report of Civil Arrest

--- Reports of Civil Conviction  
--- Report of Investigation  
--- Request for Adv/Restor/Chng in Rate, Removal of Desig, Promotion  
--- Separation/Retirement Orders  
--- Summary Sheet  
--- TRACEN Cape May Recruit Personnel  
--- Weight Compliance (Ltr/CG-3307)

## **PERSONNEL REPORTING UNIT (PERSRU) PDR STRUCTURE**

*(The four sections to the PERSRU PDR are outlined below)*

### **Section 1: Accession and Separations**

(Top)	CG-3211	OCS Agreement
	CG-3301	Enlistment Contract
	CG-3301A	Statement of Understanding
	CG-3301B	Agreement to Extend Enlistment
	CG-3301C	Discharge & Reenlistment Contract
	CG-4911	Advance Orders for Mobilization
	CG-4916	Active Duty Initial Information Form
	CG-5411	Statement of Understanding (SELRES GI Bill)
	CG-5525	CG Reserve assignment request and orders
	CG-9556	Acceptance & Oath of Office
	DD-4	Enlistment/Reenlistment Document, Armed Forces of United States
	DD-108	Application for Retired Pay & Benefits
	DD-214	Certificate of Release or Discharge from Active Duty
	DD-215	Correction to DD-214
	DD-368	Request for Discharge or Clearance from Reserve Component
	---	Active Duty Agreements
	---	Letters of Appointment
	---	Letters of Integration/Extension
	---	Letters Obligating Service
	---	Recall Orders
	---	Separation/Retirement Orders

### **Section 2: Career Documentation**

(Top)	---	Disclosure Log (see enclosures (6) and (7) for instructions)
	CG-2842	Notice of Removal of Absentee Wanted Notice
	CG-3029A	Ind. Record of Small Arms Trng.
	CG-3303	Achievement Sheet
	CG-3304	Court Memorandum or transaction log printout from SDA II
	CG-3306	Marks/Data Base Summary Printout
	CG-3307	Administrative Remarks (all)
	CG-3799	Annual Screening And Qualifications Questionnaire (current year only)
	CG-4175	CG Annual/Terminal Points Statement
	CG-4671	Disability Orders & Notification of Eligibility for Disability Benefits
	CG-5274	Personnel Security Record
	CG-5286	Class A School Training Request (Remove upon orders to "A" school)
	CG-5412	Termination/Recoupment Data (SelRes GI Bill)
	CGHQ-2511B	Statement of Creditable Service
	CGHQ-4290	Transcript of Sea Service



CGHQ-4717	Statement of Service
CGHRS&IC-1071	Statement of Creditable Service
CGHRS&IC-1072	Statement of Creditable Sea Service
DD-553	Deserter/Absentee Wanted by the Armed Forces
DD-2366	Montgomery GI Bill Act of 1984 (MGIB)
DD-2384-1	Notice of Basic Eligibility (NOBE)
SF-312	Classified Information Non-Disclosure Agreement
---	Award Citations
---	Administrative Discharge Board
---	Letters of Training and Qualification
---	Letters of Course Completion
---	Letters of Designation
---	Letters of Non-Selection/Lock-in
---	Letters/CG-3307 Removal/Relief for Cause
---	Letter for 27 Point Screening
---	Letter Authorizing Lateral Change In Rate
---	Officer Promotion Authorization List (OPAL)
---	Physical Evaluation Boards
---	Report of Civil Conviction
---	Reserve Letter for 20 Years service
---	Reserve Points from Previous Service
---	Weight Compliance (Letter/CG-3307)

### **Section 3: PMIS/JUMPS Documentation**

(Top ) CG-5209	USCG Leave and Earnings Statement (1-year only)
CG-4436/B	Reserve Orders & Pay Voucher(All copies of paid original)
DD-2494	Dependent Dental Plan Election
DD-2494-1	Dependent Dental Plan Election (Sep 95 version)

### **Section 4: Dependency & Support Documentation**

(Top) CG-3853	Personal Effects Inventory & Disposition
CG-4170A	BAQ/Dependency/Emergency Data and SGLI Validation (most recent only)
CG-5425	VHA Offset Worksheet (most recent only)
CG-5507	PMIS/JUMPS Entitlement Validation Form (most recent only)
CG-5131	Standard Travel Order for Military Personnel (PCS - last 2 only)
DD-1172	Application for Uniformed Services Identification & Privilege Card (most recent only)
DD-1882	Survivor Benefit Plan Election Change
DD-1883	Survivor Benefit Plan Election Certificate
SGLV-8285	Request for Insurance (SGLI)
SGLV-8286	SGLI Election and Certificate

## **UNIT PDR STRUCTURE**

*(The four sections to the Unit PDR are outlined below)*

### **Section 1: Training, Education, & Qualifications**

(Top) CG-3029A      Record of Small Arms Training  
CG-3303C      Performance Qualifications  
CG-5286      Class "A" Training Request (Removed upon orders to "A" school)

### **Section 2: Performance/Discipline**

(Top) CG-3307      Administrative Remarks  
---      Reports of Civil Arrest/Conviction

### **Section 3: Security Data**

(Top) CG-5274      Personnel Security Record  
SF-312      Classified Information Non-disclosure Agreement  
OPNAV 5510/      Personnel Security Action Request  
413  
CG-5588      Personnel Security Action Request(Rev. 5-94)

### **Section 4: General Administration**

(Top) ---      Disclosure Log (see enclosures (6) and (7) for instructions)  
PDIF      Personnel Data Information File (current only)  
CG-3306      Marks/Data Base Summary (current only)  
CG-3788A-C      Filed until reflected on CG-3306  
CG-4170A      BAQ/Dependency/Emergency Data/SGLI Information (most recent only)  
CG-5525      CG Reserve Assignment Request and Orders  
SGLV-8286      SGLI Election and Certificate

## **ACCESS AND DISCLOSURE OF PDR DOCUMENTS**

1. The release of any information contained in this system of records will be governed by the Freedom of Information and Privacy Acts Manual, COMDTINST M5260.3(series). Access to PDR information will be given:
  - a. Upon request to the subject of the PDR:
    - (1) To representatives designated in writing by the subject of the PDR;
    - (2) To the parent of any minor or the legal guardian of any individual who has been declared to be incompetent by a court of competent jurisdiction acting on the behalf of the individual;
  - b. To military members of the Coast Guard or employees of the Coast Guard or Department of Transportation who need the PDR document(s) for official purposes;
  - c. When required as prescribed by the Freedom of Information Act (FOIA);
  - d. To the Department of Veterans Affairs for determining an individual's eligibility for benefits and use of medical facilities;
  - e. For civil or criminal law enforcement purposes. A written request must specify the information requested, the law authorizing collection of the information, the enforcement activity for which the record is sought, and must be signed by the head of the local, state, or federal agency. Consultation with the unit's Privacy Act Coordinator is required.
  - f. When directed by an order or subpoena signed by a judge of a court of competent jurisdiction. Consultation with a legal officer is required.
  - g. To consumer reporting agencies for debts owed to the Federal Government. Release must be coordinated through the legal officer processing the debt collection.
  - h. To the parent locator service of the Department of Health and Human Services;
  - i. When authorized and the identity of the person being granted access is ascertained by military or Government identification, state drivers license, or other similar documents. Complete the "Disclosure Log" in the member's PDR.
2. Handling FOIA and Privacy Act inquiries: Refer to the Freedom of Information and Privacy Acts Manual before responding to any FOIA or Privacy Act information request.
3. Safeguarding the PDR. PDRs must have adequate administrative and physical security as prescribed in COMDTINST M5260.2 (series).

- a. PDRs will normally be in cabinets or other containers which are attended during working hours and locked when unattended. PDR files which are large and subject to heavy usage, e.g., HQ PDR, may be stored in an attended room with controlled access which is locked when unattended. A suitable container must have protection equal to that of a class 7110 file cabinet.
  - b. When destruction of a PDR document is authorized, destruction must be so complete as to prevent reconstruction or recovery of the information. Destruction must be by burning, shredding, or pulverizing.
4. The release of Information or documents contained in the PDR System which fall under the FOIA or Privacy Act which are disclosed, must be recorded on enclosure (7).
5. Release of documents or information, authorized by subparagraphs 1.a. and 1.c. through 1.i. of this enclosure is required to be recorded in the Disclosure Log and filed in the individual's PDR at the level at which the information is released.



## **SEPARATION DOCUMENTS CHECKLIST**

**DO NOT FORWARD INCOMPLETE PACKAGES**

<b>NAME:</b>	
<b>SERVICING PERSRU:</b>	<b>PERSRU PHONE NUMBER:</b>

	<b>Reenlistment</b>  _____ Enlistment/Reenlistment Document (DD 4) _____ Original Administrative Remarks (CG-3307)
--	-----------------------------------------------------------------------------------------------------------------------------

	<b>Discharge Without Immediate Reenlistment, Enlistment in CG Reserve or Retirement</b>  _____ Medical Personnel Data Record (PDR) _____ Copy of Discharge or Retirement Orders _____ Certificate of Release/Discharge From Active Duty (DD 214) Copies 2 and 8 _____ Original Pre-Separation Counseling Checklist (DD 2648) _____ Original Administrative Remarks (CG-3307) _____ Personnel Security Record (CG-5274)
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	<b>Release From Active Duty (RELAD)</b>  _____ Copy of Standard Travel Orders (CG-5131) _____ Certificate of Release/Discharge From Active Duty (DD 214) Copies 2 and 8 _____ Original Pre-Separation Counseling Checklist (DD 2648) _____ Original Administrative Remarks (CG-3307)
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	<b>Discharge With Immediate Enlistment in CG Reserve</b>  _____ Enlistment/Reenlistment Document (DD 4) for reserve enlistment _____ Copy of Standard Travel Orders (CG-5131) _____ Certificate of Release/Discharge From Active Duty (DD 214) Copies 2 and 8 _____ Original Pre-Separation Counseling Checklist (DD 2648) _____ Original Administrative Remarks (CG-3307)
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## SUGGESTIONS FOR IMPROVEMENTS TO THE MILITARY PERSONNEL DATA RECORD SYSTEM

NAME:	
PERMANENT UNIT:	PHONE NUMBER:
SERVICING PERSRU	

• SUGGESTION FOR IMPROVEMENT •
• HEADQUARTERS ACTION ON SUGGESTION •

**LOCAL REPRODUCTION AUTHORIZED**

Mail to: Commandant (G-WR-3)  
U. S. Coast Guard  
2100 Second St., S.W.  
Washington, DC 20593